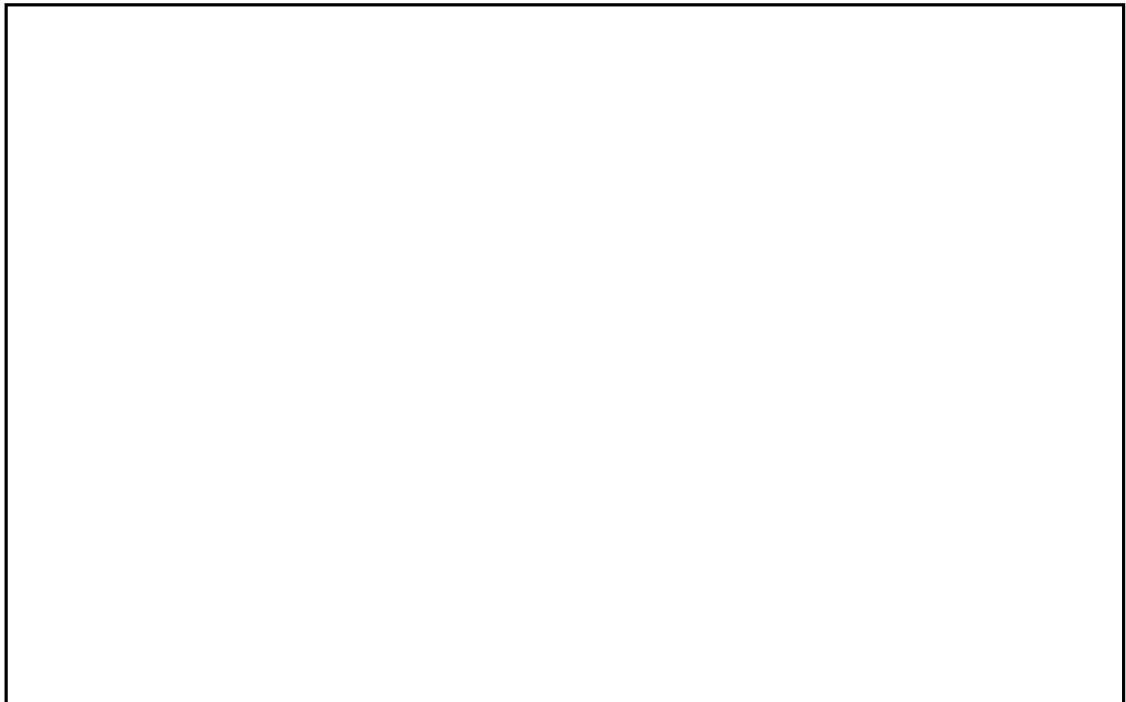


23 July 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 29
19 - 23 July 1971



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2. Last week we de-briefed [redacted], FE, who with [redacted] FE, just completed an intensive training program at Ohio State University. The men attended the [redacted]

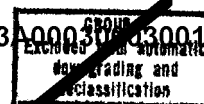
[redacted] was extremely pleased with the training. Tuition was \$7,000 for the six month course. There were no cover problems.

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3. The Director of Personnel's office informed us that OP has decided to sponsor two more SP careerists in full-time training; the requests have been signed by [redacted] and are en route to the DDS.

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4. Administrative briefings were given to the following full-timers:

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a. [] NPIC, for full-time graduate study in computer science at the University of Maryland. Estimated cost of two semesters of study: \$1,300.

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b. [] NPIC, being sponsored for under-graduate study in Geography at the University of Maryland. Estimated cost of one year of study: \$3,000.

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c. [] OER, for full-time graduate study in economics at American University. The training, spanning two semesters and a summer session, will cost approximately \$2,500.

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d. [] OSR, sponsored for full-time training in advanced economics at the University of Maryland. During this year, [] Chief of the Costs Analysis Branch, will take courses in economic theory, Soviet economics, and information systems management. Cost: \$1,500.

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5. Administrative briefings were also given to:

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a. [] OBGI, for attendance at the Civil Service Commission's "Management of Organizations Seminar" at Kings Point. The two-week program begins 25 July.

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b. [] OL, who will attend the Executive Program in Business Administration at Columbia University. The Agency's second participant in this session, [], OF, will be briefed next week. Both attended the Special Orientation for Senior Officer School Nominees. The six-week program begins 15 August and the expenditure for each student exceeds \$3,400.

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6. The Agency's nominee for the Army War College's upcoming session, [] FE, spent the week with [] Since he was in [] at the time of the three-day orientation program, individual briefings were arranged for him with [], Chief, CTP,

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who has just returned from AWC, and [] In addition, [] spent two days doing extensive reading of Senior Officer critiques, background information on the College, and sample research topics. He departs for Carlisle on 27 July. [] will attend the AWC as an Agency representative, but we have requested that he be listed as a

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[] on all rosters and other publicity.

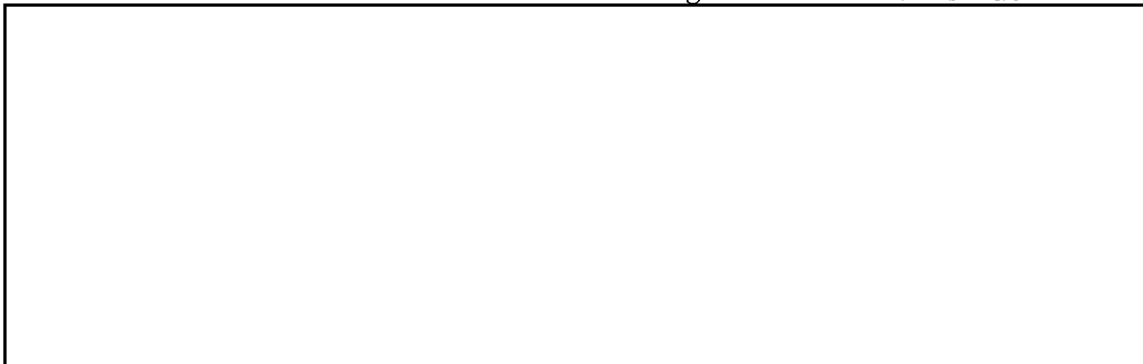
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7. A special report was prepared by AIR [] listing all DOD training used by the Agency in FY 71. The report consisted of facilities used, course titles, length, and participation. (A special note will be added to the report to indicate the Agency's participation in the DOD correspondence course programs.) [] is going to use the report to compare DOD training received by the Agency at no cost with Agency training given to DOD personnel at no cost. Our report indicates the Agency sent 365 students to 34 DOD facilities for 59 courses. Out of all this training, the Agency was billed for only one person; this was an OC employee who attended an Air Force course entitled "Instructional Programmer Course" at

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8. [] reports that progress is being made in planning for the presentation of Guidance and Counseling briefings to several groups of employees who have college-bound children.

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[] will set up a date after his return from leave on 26 July; [], NPIC/TO will distribute an

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all-employee memorandum to employees [] and, on the basis of responses, will determine a date and time for the briefing; and [] will ascertain the number of interested people and then fix a date. The Agency-wide notice is in draft and will be submitted to EA for coordination with SSS.

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9. [] Chief of the CS's newly formed

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Information Services Division (ISD), has requested enrollment in the Civil Service Commission's Executive Workshop in ADP Systems Analysis starting 29 September. [] attended the DODCI Senior Executive Course last May.

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The training office presently handling all of RID training will be responsible for all ISD training in the future. ([] TO, and [], TA)

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10. All public address speakers have been removed from the halls. Work will now begin to remove them from classrooms not scheduled for use before the move.

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11. Additional support was again requested by C/CMB/Logistics, [], for []'s assessment and evaluation of the four bids received from local vendors relating to the fabrication and installation of the new Headquarters Auditorium sound system. After a study of the four SCHEMATIC diagrams, Frank submitted a report concluded by his recommendation for the award.

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12. A 20-minute color film was made at [] for the Office of Communications by [] Smitty and Frank also put on CCTV for both Ops School and [] this week.

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13. The Senior Seminar ordered 146 more books (33 titles and 113 copies). Twenty-three of the titles are new.

[]

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Chief
Instructional Support Staff

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